

FY2008 VOCA GRANT
July 1, 2007 through June 30, 2008

**INSTRUCTIONS FOR 2008 VOCA CONTRACT
REIMBURSEMENT INVOICES**

In our continued effort to improve our ability to most effectively serve our programs and to ensure a continued stable funding source, please continue to adhere to VOCA financial forms and requirements. **This applies to all agencies who have received funding through the FY 2008 VOCA Grant.**

Please read these instructions carefully, as agencies will not be reimbursed if they do not submit the necessary paperwork.

1) Agencies are to submit reimbursement invoices monthly or quarterly. VOCA is a cost reimbursement grant, so 1/12th or 1/4th billing is unallowable. Costs must be incurred within the specified grant period and must correlate with your FY2008 approved budget.

2) VOCA reimbursement invoices must include the following information detailed on a separate page. Information should be included for *VOCA reimbursement* and *VOCA Match*. This can be in the form of a spreadsheet or a general ledger print-out from your agency's accounting system.

A) **Personnel:** Name and title of staff member paid with these funds; hours/week charged on this grant; total salary reimbursement amount.

B) **Fringe:** Name and title of staff member; total reimbursement amount

C) **Consultant:** Name of consultant paid through VOCA funds; hours being charged to grant and the hourly rate; total reimbursement amount.

D) **Office/Admin:** Detailed breakdown of all approved office/administrative costs (i.e. paper, pencils - \$35.00; Rent - \$250.00, cell phone -\$30.00), total reimbursement amount

E) **Travel:** Name and title of staff member; total number of miles traveled, total reimbursement amount

F) **Training:** Title of training, date of training, names/titles of staff attending training, total reimbursement amount

G) **Equipment:** Equipment purchased and total reimbursement amount. If over \$1,000, a copy of an invoice must be submitted to MOVA.

H) **Other:** Detailed breakdown of all approved Other costs, total reimbursement amount.

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- 3) ALL VOCA Reimbursement Invoices and the financial backup documentation as described above are due by the 15th of the following month. Invoices can be sent in the form of fax or mail to the MOVA Office. These invoices must be signed by the preparer of the invoice. We will no longer be processing e-mailed invoices. **Failure to submit all of the required documents can result in a significant delay in payment.** Agencies must notify MOVA if they anticipate any delay.

If your agency is currently required to provide MOVA with all fiscal backup documentation that includes a spreadsheet which breaks down all costs, timesheets, vendor invoices, payroll documentation, etc., you must continue to do so until you receive notification from MOVA to use the above procedure.

We realize this is a significant change and thank you in advance for your cooperation and understanding. If you have any questions, please feel free to contact Alicia Siryon-Wells at 617-727-0138 or by email at Alicia.Siryon-wells@state.ma.us.